DA 3953

The Purchase Request and Commitment (PR&C)

410th COR Training

Learning Objectives

- PR&C overview - Critical Information
- PR&C Package
- Helpful Hints for the PR&C (DA 3953)
- Processing Timelines

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What is a PR&C?

- The document that commits the funds.
- The record of your requirement.
- Approvals of your requirement.

- HOW YOU TELL CONTRACTING

  WHAT YOU WANT

  WHEN YOU WANT IT

  WHO TO CONTACT FOR MORE INFORMATION

A FORM 3953 (PR&C) INSTRUCTIONS

PBO, Supply Section or RM inserts regulation or policy authorizing local purchase

Your RM

PBO document number for all supply items. RM document number for all services

Unit DODAAC. Must be your DODAAC.

Date prepared

Number of pages

The EXACT location where the item will be delivered or service performed.

The contracting office that will be filling the request.

Complete unit address to include APO and base camp for requesting unit

DATE item/service delivery is required

Supply	Service
<$1M=30 days >$1M=45 days	<$1M=45 days >$1M=60 days

Phone number for POC in block 10

Unit POC rank, name and e mail. THIS IS THE PERSON WHO KNOWS THE MOST ABOUT THE REQUIREMENT.

Complete unit address to include APO and base camp for receiving Unit.

PBO, Supply Section or RM inserts regulation or policy authorizing local purchase

Number each separate item or service requirement.

*Complete description of item or service required. Equipment and supplies must be authorized Under LPA.

RM provides

Unit price

Unit of issue EA, BX, PK, CN (each, box, package, carton …)

The specific purpose for requirement e. upgrade east gate force protection (Camp Able Sentry) .

The quantity required

Total price of requirement

Signature block of initiating officer

Phone number of initiating officer

Signature block of PBO or supply officer providing document number

Signature of approving officer

Complete signature block of approving officer.

* Signature of supply officer

* Signature of initiating officer

Last update: 12 Feb 2008

NOTES

Do not combine PBO items with non-PBO items on the same PR&C.

If funds are going toward an incrementally funded contract, put the contract number in Block 15.

If bulk funded, type “Bulk Funded” in block 15.

Include three market research for the supply or service required.

The initiating individual, supply officer and approving official must be three different people.

What comes in the PR&C packet? DA3953, justification memo, legal review memo, quotes. Add statement of work, cost estimate, QASP, COR nomination for service.

DA FORM 3953 (PR&C) INSTRUCTIONS

PURCHASE REQUEST AND COMMITMENT
For use of this form, see AR 37-1; the proponent agency is OASA(FM)

1. PURCHASE INSTRUMENT NO.
2. REQUISITION NO.
3. DATE
PAGE OF PAGES

DoDAAC and PR Number

4. TO:
5. THRU:
6. FROM:

It is requested that the supplies and services enumerated below or on attached list be

7. PURCHASED FOR
8. DELIVERED TO
NOT LATER THAN

Destination: depends on supply or service

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity
procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the follow
(Check appropriate box and complete item)
TELEPHONE NUMBER

12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY

LOCAL AUTHORITY

13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED UNIT PRICE *a*	18. ESTIMATED TOTAL COST *b*

Description of Items

25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE

27. TYPED NAME AND GRADE OF INITIATING OFFICER
28. SIGNATURE
29. DATE

Supplies: Handreceipt Holder and Supply Services: Initiating Officer

FUND CERTIFICATION

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

19. ACCOUNTING CLASSIFICATION AND AMOUNT

RM

20. TYPED NAME OFFICER

23. DISCOUNT TERMS

24. PURCHASE ORDER NUMBER

26. DELIVERY REQUIREMENTS

ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES
YES ☐ NO ☐
IF YES, NUMBER OF DAYS REQUIRED

34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DES
DATE

Approvals

DA FORM 3953, MAR 91
EDITION OF AUG 76 IS OBSOLETE
USAPPC V1.10

What comes in the PR&C packet?

1. DA3953
2. Justification memo
3. Legal review memo
4. Market research (3)
5. Service Contract: Add
   - Statement of work
   - Cost estimate (IGCE)
   - QASP
   - COR nomination letter

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How long does this take?

Varies based on dollar value and command.

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Some Particulars

1) Do not combine PBO items with non-PBO items on the same PR&C.

2) If funds are going toward an incrementally funded contract, put the contract number in Block 15.

3) If bulk funded, type “Bulk Funded” in block 15.

4) Provide three quotes for the supply or service required or attach a memo as to why you cannot. “No time” is not a reason.

5) The initiating individual, supply officer and

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When do I need to get the PR&C packet to contracting?

Supply	Service
<$1M = 30 days >$1M = 45 days	<$1M = 45 days >$1M = 60 days

Who can approve the PR&C?

CFLCC	1st TSC	ASG
CFLCC CoS	1st TSC CoS	< $25K = MAJ $25K-$50K = LTC >$50K = COL Alex.

Over $200K and special interest items (NTV & cell phone) need CARB!

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When do I need to get the PR&C packet to contracting?

Type Requirement and Dollar Value	Days
Exercise Requirement < $100K	60
Exercise Requirement ≥$100K	120
Competitive< $25K	30
Competitive $25K ≤ but <$ 100K	60
Competitive $100K ≤ but <$300K	80
Competitive Supply ≥$300K	120
Competitive Service≥$300K	150
Sole Source ≥ $100K	60
Sole Source ≥ $100K	90
Delivery Order –IDIQ < $300K	30
Delivery Order –IDIQ ≥ $300K	40
GSA/VA/BPA Orders < $300K	45
GSA/VA/BPA Orders ≥ $300K	80
Exercise Option	60
Information Technology < $25K	30
Information Technology ≥ $25K but < $100,000	60
Information Technology > $100K but < $300K	80
Information Technology Supply ≥ $300K	120
Information Technology Service ≥ $2300K	150
Construction > $2.5K but <$25K	30
Construction > $25K but < $100K	60
Construction ≥ $100K	150
8(a)	45

Questions ??